



Department of General Services
Procurement Division
707 Third Street, Second Floor
West Sacramento, California 95605

**MASTER RENTAL AGREEMENT
PROPRIETARY POSTAGE METERS
USER INSTRUCTIONS
(INCORPORATES SUPPLEMENT #4)**

CONTRACTOR:	HASLER, INC., NEOPOST, INC. PITNEY BOWES INC.
CONTRACT NUMBERS:	6-04-74-01; 6-04-74-02; 6-04-74-03
CONTRACT TERM:	MAY 1, 2004 THROUGH APRIL 30, 2009
SERVICE:	PROPRIETARY POSTAGE METERS (Statewide)
DISTRIBUTION CODE:	Electronic version of all documents associated with this MSA can be found on the DGS/PD Internet web page: http://www.pd.dgs.ca.gov/masters/default.htm

Any questions regarding this MSA shall be directed to the contract administrator:

Department of General Services
Procurement Division, Multiple Award Program
Lorna Brisco, Contract Administrator
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Phone #: (916) 375-4448
Fax #: (916) 375-4663
E-mail: lorna.brisco@dgs.ca.gov

A handwritten signature in black ink, appearing to read "S Ellsworth", is written over a horizontal line.

Skip Ellsworth, manager, multiple Award Program

April 8, 2008
Date

MASTER RENTAL AGREEMENT PROPRIETARY POSTAGE METERS USER INSTRUCTIONS

INTRODUCTION

A) PURPOSE

This Master Rental Agreement (MRA) is designed to provide State and local agencies with rental of proprietary postage meters. A local government is defined as any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds. While the State of California makes this MSA available to local government agencies, each local agency should make its own determination of whether using these competitively bid contracts is consistent with its procurement policies and regulations.

B) BENEFITS

- 1) Rental of proprietary postage meters are exempt if they are interfaced and intermembered with existing mailing equipment and there is only one authorized manufacturer's branch or qualified dealer representative providing services for a manufacturer in a specified geographical area. (Management Memo 03-10, Attachment D) No further justification is required for agencies.
- 2) This procurement established fair and reasonable prices for rental of postage meters based on historical price comparison.
- 3) Ability to rent a manufacturer's full range of postage meters.

C) ORDER PLACEMENT

Agencies may place an order at any time during the effective period of the contract. All contracts shall be effective May 1, 2004 through April 30, 2009. The State will not extend this contract after April 30, 2009.

D) MAXIMUM ORDER LIMITS:

Master Rental Agreements for Postage Meter Rentals are limited to \$100,000 annually:

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders (SAM 3572).

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited (SAM 4819.34).

E) REQUIRED MINIMUM QUOTES: None

F) CONTACTS

Hasler, Inc. **MRA #6-04-74-01**
19 Forest Pkwy.
P.O. Box 895
Shelton, CT 06484
Phone 800/446-6027, Fax 203/925-2446
Vendor #770127, FEIN #06-0798198

Neopost, Inc. MRA #6-04-74-02
30955 Huntwood Ave.
Hayward, CA 94544
Phone # 510/489-6800 Ext. 2235, Fax # 510/487-6704
Vendor #773509, FEIN #94-2388882

Neopost San Diego Branch
6725 Mesa Ridge Road, Suite 104
San Diego, CA 92121
Phone #858/550-8890

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Or Neopost Authorized Dealers

Apple Valley Stationers
Attn: Ben Wasserman
18152 Highway 18
Apple Valley, CA 92307
Phone #760/242-3531, Fax #760/242-5576

North Valley Business Systems
Attn: Paul Taslim
2001 Market Street
Redding, CA 96001
Phone #530/242-1000, Fax #530/242-1009

JMP Enterprises
Attn: Madge Kodras
1450 Tollhouse Road, Suite 103
Clovis, CA 93611
Phone #559/298-6580, Fax #559/298-7640

ECCO Corporation
Attn: Lyle Wilson
625 Spice Island Drive
Sparks, NV 89431
Phone #775/331-5554, Fax 775/331-5556

STATE OF CALIFORNIA

Department of General Services
Procurement Division
Lorna Brisco
707 3rd Street, 2nd Floor
West Sacramento, CA 95605
Phone 916-375-4448, Fax 916-375-4663

G) PAYMENT ADDRESS:

All invoices are to be remitted to:

Hasler, Inc.
19 Forest Pkwy.
P.O. Box 895
Shelton, CT 06484

Neopost, Inc.
P.O. Box 45800
San Francisco, CA 94145-0800

Pitney Bowes Inc.
3775 N. Freeway Blvd., #100
Sacramento, CA 95834

H) ORDERING GUIDELINES

1) NEW ORDERS

State agencies shall place orders against this contract by completing a Std. 65, Contract/Delegation Purchase Order. Local agencies may use their own purchase order document, however, it must include the same information required on the State's Std. 65.

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Refer to the following web site for the Standard 65, Purchasing Authority Purchase Order Form and instructions revised 07/20/03.

<http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

Once an agency procurement official has obtained the proper departmental and/or agency approvals, complete the Std. 65, then mail or fax it directly to the contractor to complete the order.

2) MANDATORY ORDERING REQUIREMENT

Agencies are required to list the existing mailing equipment that the proprietary postage meter(s) will be intermembered or interfaced with on the Std. 65. Suppliers cannot accept an order that does not include this information.

3) DISTRIBUTION

Copies of the Std. 65 or other purchase order must be sent to:

Department of General Services
Procurement Division
707 3RD Street, 2nd Floor
West Sacramento, CA 95605

4) TERMINATION

Any State or local agency may terminate any order issued against this agreement upon 30 days notice. This does not affect the standard termination clause of the Master Services Agreement concerning failure to perform or upon mutual consent.

5) AMENDMENTS

Orders may be amended using a Standard 65, Purchasing Authority Purchase Order Form.

Copies of all amendments must be forwarded as stated above in #3) DISTRIBUTION.

6) AGENCY REPORTING REQUIREMENTS

Complete the Contractor Performance Report (see attached) when an agency encounters problems with any contractor on this MRA. Please send this report to the DGS contact listed in Section E.

7) DGS ADMINISTRATIVE FEE

The DGS charges the ordering department of this MSA an administrative fee. The fee is a specified percentage of contracted services. The administrative fee as of the date of this document is **2.27%** of the total order amount. The current fee schedule located at;

<http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>. The fee is not included in the contractor's hourly rates for this MSA. The Multiple Award Program Section (MAPS) will bill the agency directly for the administrative fee.

I. PRICE LISTS

All cost tables list the net price to state and local agencies. All discounts have been applied. **See Attachment A**

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**MASTER RENTAL AGREEMENT
CONTRACT PERFORMANCE REPORT**

GENERAL INFORMATION:

Date: _____ Order Number: _____

Dept. and Agency Name: _____

Contact Person: _____ Telephone # _____

Contractor Name: _____

Contact Person: _____ Telephone # _____

Description Of Items/Services Ordered: _____

ISSUE:

Was it resolved to your satisfaction? Yes _____ No _____

Provide a brief explanation of what happened: _____

What actions have been taken? _____

What actions, if any, are you requesting to be taken? _____
